

**BOARD
ADMINISTRATIVE
BOOK**

BOARD ADMINISTRATIVE BOOK

TABLE OF CONTENTS

Conduct of Meetings.....	1
Board Agenda.....	2
Board Meeting Publicity.....	3
Member Travel and Per Diem.....	4
Board Responsibilities.....	5
Rules of Decorum.....	6
Election of the Board Chairperson and Vice-Chairperson.....	7
Schedule of Meetings.....	8

CALIFORNIA VETERANS BOARD

PROCEDURE #	1
TITLE	CALIFORNIA VETERANS BOARD PROCEDURES
ADOPTED	02/16/07
REVISED	
REVIEWED	
SUBJECT	CONDUCT OF MEETINGS

PURPOSE

To establish procedures for the conduct of meetings of the California Veterans Board.

PROCEDURE

1. Meetings will be conducted in accordance with the Bagley-Keene Open Meeting Act 2004 and are open to the public except during appropriately designated closed session.
2. Meetings of the California Veterans Board will follow the guidelines of parliamentary procedure.
3. Meetings will be conducted in accordance with the format as outlined in the procedure for the Board Agenda.
4. Comments and questions from the public will be accepted with interaction of the Board and public encouraged.
5. A forum and update from the California Department of Veterans Affairs should be on the agenda and conducted at each Board meeting.
6. Agendas shall be made available and handouts on proposed policies for consideration should be provided to the public in attendance whenever possible. One complete agenda as prepared for each Board member shall be available at the sign-in table for public view. The Executive Officer shall prepare copies in advance of the meeting.
7. Appeals: If a Review of Records on an appeal is being presented, it may be included on the agenda during a regularly scheduled meeting. For Informal or Formal Hearings, these appeals should be considered at meetings other than at a regular meeting of the Board. Preferably, the hearing should be conducted on the day prior to the regularly scheduled meeting of the Board.

CALIFORNIA VETERANS BOARD

PROCEDURE #	2
TITLE	CALIFORNIA VETERANS BOARD PROCEDURES
ADOPTED	02/16/07
REVIEWED	
REVISED	
SUBJECT	BOARD AGENDA

PURPOSE

To establish a procedure for the development of the agenda for the meetings of the California Veterans Board. Meetings will include a California Department of Veterans Affairs Forum.

PROCEDURE

1. The Executive Officer will develop and publicly announce the agenda and site for meetings of the California Veterans Board at least 10 calendar days prior to scheduled meetings.
2. All members of the Board, The Secretary of the California Department of Veterans Affairs, and the public at large will be asked to submit suggested agenda items.
3. The Executive Officer will develop the agenda with the concurrence of the Chairperson of the California Veterans Board.
4. The agenda will be in the following format:
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Invocation
 - d. Welcome Remarks and Introductions
 - i. Introduction of Board members
 - ii. Introduction of Department staff
 - iii. Introduction of public attendees
 - e. Approval of Minutes
 - f. Public comments and questions
 - g. Old Business
 - h. Department Forum
 - i. New Business (with committee reports)
 - j. Legislative Update
 - k. Comments by board Members
 - l. Adjournment

CALIFORNIA VETERANS BOARD

PROCEDURE #	3
TITLE	CALIFORNIA VETERANS BOARD PROCEDURES
ADOPTED	02/16/07
REVISED	
REVIEWED	
SUBJECT	Board Meeting Publicity

PURPOSE

To provide guidelines on publicity to improve public awareness of and to increase attendance at California Veterans Board meetings.

PROCEDURE

1. The Board Executive Officer will utilize all means and media available to publicize the meetings and activities of the California Veterans Board.
2. Information on scheduled Board meetings and activities will be transmitted by electronic media or hard copy to Veteran Service Organizations, County Veterans Service Officers, California Department of Veterans Affairs, public officials, and to other interested veterans and veteran groups.
3. County Veteran Service Officers in the county and surrounding counties in which a Board meeting is scheduled should be telephoned in advance to notify them of the planned meeting and to enlist their support in encouraging veterans to attend the meeting.
4. The Executive Officer should contact local public officials to invite them to be at the meeting and to ask them to welcome the Board and attendees to their communities.
5. The Executive Officer should contact the local Post and Chapter Veteran Service Organizations in the meeting site to invite them to attend the meetings and encourage participation of veterans.

CALIFORNIA VETERANS BOARD

PROCEDURE #	4
TITLE	CALIFORNIA VETERANS BOARD PROCEDURES
ADOPTED	02/16/07
REVISED	
REVIEWED	
SUBJECT	MEMBER TRAVEL AND PER DIEM

PURPOSE

To establish the procedures for the approval of travel and for reimbursement of member travel on official business of the California Veterans Board.

PROCEDURE

Board members should be familiar with the guidelines for reimbursement of travel and per diem as outlined by the California Department of Veterans Affairs "Travel Guidelines."

1. Except for travel to a regularly scheduled or special meeting of the California Veterans Board, meetings of select committees of the Board, or for the California Department of Veterans Affairs Secretary's Semi-Annual Conference, all travel on behalf of the California Veterans Board must be approved by the Chairperson of the Board, or in the absence of the Chair by the Board Vice-Chairperson, prior to the travel and must be related to activities or representation of the Board or the Department of Veterans Affairs. Requests for travel shall be directed to the Chair through the Executive Officer.
2. Travel without prior approval may not be reimbursed.
3. Board members may submit travel claims directly to CalTERS or may submit travel reimbursement claims to the Executive Officer for processing.
4. Receipts for common carriers, hotel room fees, parking, taxes, and rental vehicles are to be submitted to the Executive Officer.
5. Reimbursement for per diem will be processed by the Executive Officer. Members are responsible for the proper accounting of per diem.
6. Travel claims should be submitted as soon as practicable.

CALIFORNIA VETERANS BOARD

PROCEDURE #	5
TITLE	CALIFORNIA VETERANS BOARD PROCEDURE
ADOPTED	04/12/07
REVISED	
REVIEWED	
SUBJECT	Board Responsibilities

PURPOSE

To delineate the responsibilities of the California Veterans Board and its members in conducting its affairs on behalf of the veterans of California.

RESPONSIBILITIES

1. As mandated by the California Military and Veterans Code. i.e. to determine the policies for all operations of the Department. (reference Board policy A-1)
2. **Advocates for California veterans.** The Board shall be an advocate for the support, welfare and health of all California veterans.
3. **Support the California Department of Veterans Affairs.** The Board shall support all activities and programs of the Department in improving the benefits and welfare of California Veterans. The Board, if necessary, shall question the activities and programs of the Department if there is concern about the benefits or the welfare of veterans.
4. **Knowledge of Department programs and activities.** Board members shall receive an orientation to various programs and activities of the Department as soon as possible following their appointment to the Board.
5. **Regular participation.** Board members shall attend and participate in the regular meetings of the Board and on appointed advisory committees.
6. **Respect for other Board members and Departmental Staff.** Board members should be respectful of each other and with members of the Department. The basic values of loyalty, integrity, courtesy, selflessness, and respect shall be utilized in all communications among Board members and Department Staff and in dealing with the public. Board members shall respect the decisions of the Board even if they opposed the decisions.
7. **Avoidance of conflict of interest.** Board members shall adhere to the State of California rules on conflict of interests. Board actions and decisions should not be based on personal interests

CALIFORNIA VETERANS BOARD

PROCEDURE #	6
TITLE	CALIFORNIA VETERANS BOARD PROCEDURES
ADOPTED	04/12/07
REVISED	
REVIEWED	
SUBJECT	RULES OF DECORUM FOR PUBLIC MEETINGS

PURPOSE

To establish rules of decorum at public meetings of the California Veterans Board to ensure that the business of the Board is attended to in a thorough, efficient, and orderly manner and to provide ample opportunities for public interaction and participation with the Board.

DEFINITIONS

1. “Board” refers to members of the California Veterans Board.
2. “Chair” refers to the Chairperson of the California Veterans Board.
3. “Secretary” refers to the Secretary of the California Department of Veterans Affairs.
4. “Department” refers to the California Department of Veterans Affairs.
5. “Executive Officer” refers to the Executive Officer of the California Veterans Board.
6. “Staff” refers to the Executive Officer of the California Veterans Board.
7. “Department Staff” refers to the members of the staff of the California Department of Veterans Affairs.

BOARD MEMBERS

1. **Presiding Officer** The presiding officer of the Board shall be the Chairperson, or in the absence of the Chairperson the Vice-Chairperson, or in their absence a Board member designated by the Board. The presiding officer shall be responsible for maintaining the order and decorum of meetings. It shall be the duty of the presiding officer to ensure that the rules of decorum contained herein are observed. The presiding officer shall maintain control of communication and interaction among the members of the Board, members of the Department and between the Board and the public.
2. **Conduct** Members of the Board shall conduct themselves in an orderly and professional manner to ensure that the business of the Board is attended to thoroughly and efficiently and to ensure that the integrity of the deliberative process of the Board is maintained at all times. Members of the Board shall maintain a polite, respectful,

and courteous manner when addressing one another, the staff, the Secretary and members of the public during the meetings.

3. Request for the floor

- a. Board Members should request the floor from the presiding officer
- b. A Board Member who is speaking shall remember that the purpose of the meeting is to attend to and resolve Board business. Board Members shall avoid repetition and shall endeavor to limit their comments to the subject matter at hand. Board Members should endeavor to express their views without engaging in lengthy debates.
- c. When a Board Member is speaking, other Board Members should not interrupt or otherwise disturb the speaker.

4. Addressing members of the public

- a. Board Members may question a member of the public addressing the Board at the conclusion of the individual's comments. A Board Member wishing to ask questions of a member of the public should first request the floor from the Presiding Officer.
- b. Board Members shall not engage in a dialogue with the individual addressing the Board, but shall confine remarks to a question and answer format conducted through the presiding officer.
- c. If a member of the audience has addressed the Board on matters which are not on the agenda Board Members shall refrain from extended discussions of that matter. If a Board Member so wishes, the Board Member may, during the Board Member comments portion of the meeting, request that the matter be placed on the next agenda.

STAFF

Conduct Staff shall not engage in a dialogue with members of the public during Board meetings. Staff shall communicate with Board members, the Secretary, Department Staff members and the public in a polite and respectful manner.

SECRETARY AND DEPARTMENT STAFF

Comments by the Secretary and Department staff are always welcomed and encouraged, after requesting or being given the floor by the presiding officer.

MEMBERS OF THE PUBLIC

1. **Conduct** Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, stamping of feet or other acts which would disturb, disrupt, or impede the orderly conduct of the Board meeting.. A member of the audience engaging in any such conduct shall, at the discretion of the presiding officer or a majority of the Board, be subject to ejection from that meeting.
2. **Addressing the Board**
 - a. Members of the public may address the Board during the Public Comment Period and prior to the consideration of any agenda item. The Board welcomes introductions, comments and questions during the Board Meeting and Department of Veterans Affairs Forum.
 - b. No person shall address the Board without first being recognized by the presiding officer. Impromptu personal points of order, comments, or questions, may not be recognized, and if they persist, after the presiding officer has warned of the offense, a member of the public engaging in said conduct, shall, at the discretion of the presiding officer or a majority of the Board, be subject to ejection from the meeting.
 - c. The purpose of addressing the Board is to communicate to the Board or the Secretary on matters relating to Board or other veteran issues. Persons addressing the Board on an agenda item shall confine the subject matter of their remarks to the particular matter before the Board.
 - d. Individuals addressing the Board shall do so in an orderly manner and shall not engage in any conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting. Any person who disrupts the orderly conduct of the meeting may, at the discretion of the presiding officer or a majority of the Board, be subject to ejection from that meeting.
 - e. Persons addressing the Board shall address the Board as a whole and shall not engage in a dialogue with individual Board Members, the Secretary, staff, or members of the audience.
 - f. After receiving a question or comment from the public, the Chair may ask the Secretary, Executive Officer, or Department staff member to respond.

PROCEDURE #	7
TITLE	CALIFORNIA VETERAN BOARD PROCEDURES
ADOPTED	
REVISED	
REVIEWED	
SUBJECT	ELECTION of the BOARD Chairperson and Vice-Chairperson

PURPOSE

To establish the tenure of the Chairperson and Vice-Chairperson of the California Veterans Board.

PROCEDURE.

1. The Board shall elect a Chairperson and a Vice-Chairperson on a bi-annual basis at the first meeting of the Board in even numbered years.

2. A member of the Board may serve as Chairperson or Vice-Chairperson for two consecutive terms. Additional terms require the approval of the Board.

CALIFORNIA VETERANS BOARD

PROCEDURE #	8
TITLE	CALIFORNIA VETERANS BOARD
REVIEWED	
REVISED	
SUBJECT	SCHEDULE OF MEETINGS

PURPOSE

To provide guidance for the scheduling of meetings of the California Veterans Board.

PROCEDURE (or GUIDELINES)

1. Meetings of the California Veterans Board shall be conducted bi-monthly.
2. Meetings shall be conducted at various sites throughout the state to provide as many veterans as possible the opportunity to attend meetings near their homes.
3. The Board shall conduct meetings at each of the Veterans Homes biannually.
4. Additional meetings may be scheduled for hearing of appeals at sites more convenient to the appellant.
5. Special meetings may be called by the Chairman, or the Executive Officer at the request of a quorum of the members, upon notice, specifying the matters to be acted upon.
6. Closed or executive sessions of the Board may be conducted in conjunction with scheduled meetings to address personnel or legal matters.
7. Board shall approve and publish an annual schedule of meetings for the coming year by the last meeting of the current calendar year. The schedule of meetings will be published on the Board website.